

# COVID-19

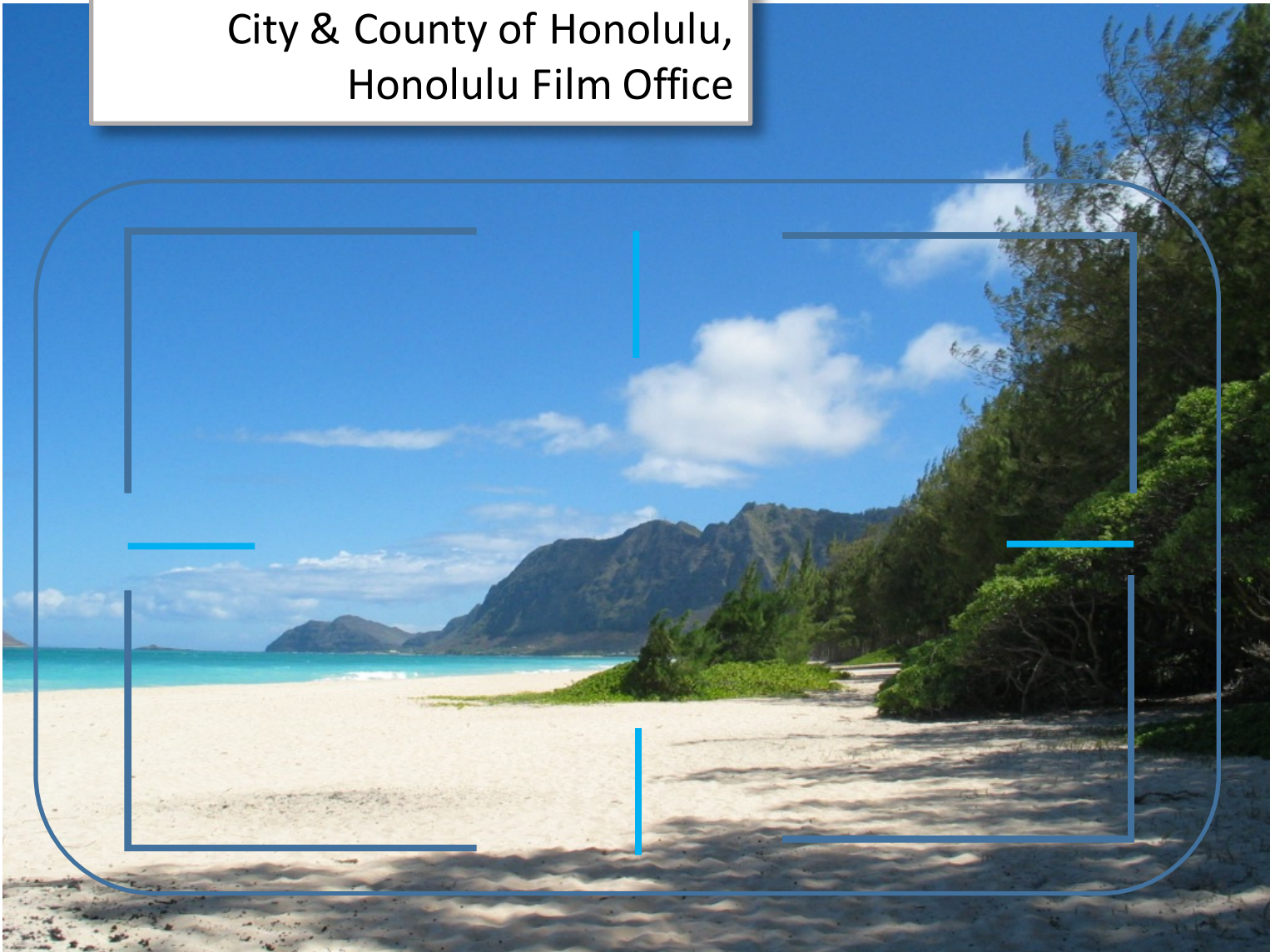
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## Guidelines for the Film Industry in Honolulu 2020

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June 2020

City & County of Honolulu,  
Honolulu Film Office



# Guidelines and Best Practices for filming on the Island of Oahu during the time of COVID-19

These guidelines and best practices are intended for all who are planning, working or participating in filming on public or private property in the City and County of Honolulu ("City"). The current COVID-19 pandemic has dramatically curtailed the business activity throughout the City. The film industry is seen as a highly desirous economic activity to restart because of the significant broad-based spending that occurs during the filming process and the unique ability manage film industry personnel and mitigate risks with revised and or enhanced safety protocols.

The film and television industry is a vital part of our Kamaaina Economy and its restart is an important phase to our economic recovery. The City and County of Honolulu hosts and supports the lion's share of the statewide production activity. Reopening Oahu for production is key to the restart of this industry sector. Prior to the COVID-19 pandemic the statewide film industry in 2018 and 2019 was responsible for contributing over \$800 million and over \$700 million of economic output respectively (DBEDT figures), of which over 75 percent can be attributed to Oahu.

The City and County of Honolulu is providing this document as guidelines so that filming in the City throughout the Island of Oahu can take place with the least possible risk as we all navigate the recovery and restart phase of our film industry and help to regenerate our Kamaaina Economy.

It should be noted that this document will be subject to changes based on the fluid nature of the pandemic.

# **I - GENERAL INFORMATION, SELF-REGULATORY GUIDELINES AND RECOMMENDATIONS**

## **1. Information**

Film crews must have access to information on the risks of contagion from COVID-19 and be made aware of the preventive workplace guidelines and recommendations that they must adopt throughout the project, namely by posting the basic hygiene rules published by the CDC and/or the State and County jurisdictions:

<https://www.cdc.gov/coronavirus>

<https://hawaiicovid19.com/>

<https://www.oneoahu.org/>

Known symptoms associated with COVID-19 are:

- cough
- shortness of breath or difficulty breathing
- fever
- chills
- muscle pain
- sore throat
- new loss of sense of smell or taste

These symptoms may be updated. For the most current information, please refer to these websites:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://health.hawaii.gov/coronavirusdisease2019/what-you-should-know/symptoms/>

If a crew member suspects that he/she is sick either at work or outside of work, or is exhibiting symptoms, he/she must inform the producing company immediately and follow the State of Hawaii COVID-19 recommendations:

<https://health.hawaii.gov/coronavirusdisease2019/what-you-can-do/if-you-become-sick/>

## **2. Registration of production activity**

The production company must register any production activity occurring on Oahu, including private property, with the Honolulu Film Office for the purposes of contact tracing a minimum of 48 hours prior to the film activity occurring by completing the one-page Registration of Production Activity form. Please email the Honolulu Film Office to obtain the form: [info@filmhonolulu.com](mailto:info@filmhonolulu.com)

### **3. Establishment of set safety procedures**

The production must establish on-set safety procedures and hygiene rules that meet or exceed the business guidance outlined for Hawaii and must distribute these protocols to all crew members prior to the start of any engagement in the production activity.

<https://hawaiiicovid19.com/guidance-for-everyone/#employers>

<https://www.oneoahu.org/business-guidance>

This includes:

- frequent hand hygiene
- frequent disinfection of high-touch areas or items or minimizing high-touch areas
- easy access to hand sanitizers or hand washing stations
- wearing face coverings to the greatest extent possible
- limiting the number of people that may congregate in any group and maintaining physical distancing to the greatest extent possible throughout the production process

### **4. Physical distancing**

All production personnel and persons in the production environment must follow the City and County of Honolulu guidelines of physical distancing to the greatest extent possible for both interior and exterior work environments including the set, production office, basecamp settings and other film industry work places throughout the film process. Current guidelines can be found here:

<http://www.honolulu.gov/mayor/proclamations-orders-and-rules.html>

Note that Honolulu guidelines state that members of the same household are exempt from the social distancing requirement up to a designated number which is updated as the current crisis evolves.

It is recommended that the production do the following to the greatest extent possible:

- strongly consider creating work groups and working in 'pods' of teams that are smaller in numbers (no more than 10 individuals), to manage the numbers of people in any given space.
  - An example of color-coded working groups:
    - RED – Film Set
    - YELLOW – Set support
    - BLUE – Crew support
    - GREEN – Limited all access
  - Smaller productions may need fewer zones; larger shoots may need additional zones
- minimize the movement between the work groups
- minimize the number of people in any single location

## **5. Symptoms awareness**

Anyone who has symptoms of COVID-19, such as fever, cough or difficulty breathing, should be immediately removed from the filming location. The production company must follow these recommended personnel, and cleaning and disinfecting guidelines should an identified case of COVID-19 with a member of the crew arise:

<https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **6. Testing and health questionnaire**

Production companies may decide to require some type of testing protocol to certify that at the beginning of the shoot all the workers involved are free of COVID-19 and that during the shooting phase the production company provides all the necessary means to protect the health of its workers and avoid any kind of contagion in their environment.

Two kinds of tests are available for COVID-19: diagnostic tests and serologic (antibody) blood tests

- A diagnostic test tells you if you have a current infection
- A serologic test (or antibody test) tells you if you had a previous infection

At a minimum a symptomatology questionnaire and temperature check should be done at the start of each day production personnel report to work including prep, shoot and wrap.

Production must have a crew member responsible for overseeing, implementing and managing the adherence to the protocols and rules the production has established, and the City and/or State's required guidelines, the more stringent of which will take precedent.

Production may designate more than one person if there is a production office and an off-site location. The designated crew member(s) are responsible for the production following the safety guidelines pertinent to COVID-19 best practices ensuring that:

- each crew member has completed the symptomatology questionnaire that asks crew members if they are exhibiting any of the known symptoms and have adhered to the standards of safe community interactions while away from the set environment
  - Production is encouraged to review the possibility of using emerging symptom-checking apps so that crew members are able to complete this task from their phones
- Daily temperature checks done with contactless thermometers at the start of each filming day, and the appropriate processing of personal data be done. These checks should be carried out prior to entering the set to ensure that no professional enters with potential symptoms
- Sees to it that the crew adheres to physical distancing, face coverings and hygiene protocols
- Reports any concerning behavior to the producer who shall be responsible for taking appropriate action to remedy the situation

## **II – BEST MANAGEMENT PRACTICES and RECOMMENDATIONS FOR SAFE FILMING**

These are the minimum guidelines to be followed by the production at any production work environment. The production team should ensure that everyone who participates in it is aware of these and that they are obliged to comply with basic safety rules to the greatest extent possible.

### **1. Physical distancing**

The minimum social/physical distance that you should have between people is six (6) feet

When filming indoors, the maximum number of crew members allowed on the premises must be based on the space available to ensure proper physical distancing and the quality of the ventilation of the enclosed space should be considered before its use

The number of people in one area simultaneously, whether from the production team, actors, other professionals necessary to the scenes, etc., should be reduced to the minimum necessary for the operation to be carried out.

In common areas including but not limited to the set, production offices, basecamp, and catering areas, the distancing rules should be followed and the layout of the common areas must comply with these same rules.

The City and County of Honolulu has exempted members of the same household from physical distancing requirements. The latest number allowance for household groups can be found here: <http://www.honolulu.gov/mayor/proclamations-orders-and-rules.html>

### **2. Containment and Security of the filming location**

To avoid contact with non-crew members the footprint used for filming must be made a Closed Set, and access and security in and out of the closed area must be properly controlled

Access to the Closed Set area should have a defined entrance and exit to avoid the crossing of crew as they enter and exit the area

Public areas used for filming must create a 'safe zone' that complies with physical distancing guidelines for crew and proper clearance for any general public to pass by while also maintaining a proper physical distance.

Production Security should strictly enforce the dispersion of the general public from gathering to watch the filming activity. If necessary, directional signage may be needed to facilitate the movement of the general public around a Closed Set.



### **3. Organization of the filming location**

Production should consider the impact of arriving crew to a location and should stagger their arrivals and departures if the size of the arriving crew will make it difficult to follow physical distancing guidelines. Permitting for the location should consider the additional time necessary should the need to stagger arise.

Additional parking for crew should be arranged and crew should be encouraged to self-drive to the filming location.

The use of shuttle vans should be kept to a minimum and if needed, the size of the shuttle vehicle must allow for proper physical distancing. The wearing of face coverings is mandatory for the duration while in a van or shuttle by everyone in the vehicle.

A Location Selection Flowchart (Attachment A) is provided to assist with the decision-making considerations when selecting a filming location.

Locations, prior to and upon completion of filming, should undergo the proper cleaning and disinfecting requirements as may be necessary for interior and exterior areas used by the production company including sets and areas used by the crew

### **4. Protective measures**

The minimum equipment and protection measures at the filming location should be the following, done to the greatest extent possible:

- Wear a face covering except for those instances necessary in photographing a scene or if the immediate task cannot be done practically with a mask. A safety distance of 6 feet is recommended
- In addition to face coverings, workers should utilize the appropriate Personal Protective Equipment (PPE), including but not limited to goggle and face shields when applicable
- Disposable Personal Protective Equipment (PPE) should be disposed of in closed bin receptacles.
- Control sneezing and coughing. If a crew member is not wearing a mask, they should endeavor to cover their nose and mouth when they cough and sneeze using a tissue, throw it away immediately afterwards, and then washing their hands. If this is not possible, cover the sneeze or cough with the inside part of their elbow and wash their hands and arms immediately afterwards.

- Avoid touching your eyes, nose and mouth with your hands
- Do not share objects such as mobile phones, computers, pens, personal work tools, etc.
- Avoid manually opening and closing doors on the premises. Whenever possible, doors or accesses should be left open to avoid the need to open them.
- Opt for digital call sheets, production reports and contracts when possible. Avoid handshakes, kisses, hugs and actions that encourage physical contact between people.
- There should be disinfecting products that meet CDC guidelines at entry and exit points at the productions various work locations to allow frequent hand and general cleaning

## **5. Cleaning and disinfection of areas used by production**

The production must designate one or more members of the crew, or, if applicable, an external team, who will be responsible for ensuring that the physical conditions are met for the best hygiene practices necessary for disease prevention. Additionally, the crew member(s) or an external team should perform the tasks set out below:

- Frequent cleaning, between each use, of high-touch areas or avoid manually opening and closing doors on the premises
- Use EPA-approved cleaning agents appropriate for the various surfaces to be cleaned; use disposable cleaning cloths if applicable
- For electronics, follow the manufacturer's instructions for all cleaning and disinfection products. Consider using wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- Each department should take responsibility for ensuring that all cases, packages and equipment are sanitized throughout the day. This can be done by production personnel or an external company that production may choose to hire

Facilities should be disinfected in accordance with the procedures advised by the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

For a list of the most effective disinfectants against COVID-19, please visit the following link:

<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>



### **III - BEST MANAGEMENT PRACTICES FOR VARIOUS DEPARTMENTS**

The following is intended as guidance for a variety of departments that production may wish to consider in conjunction with any recommended practices or considerations provided by industry unions, guilds or trade organizations.

#### **On-set Communication**

In order to facilitate communication between team members while respecting the recommended safety distance of 6 feet, devices such as walkie-talkies (two-way radios) and mobile technology, Bluetooth and Wi-Fi should be used.

These devices should be for individual use only and should be disinfected before and after each day

Devices and replacement batteries should be individually bagged and handed to the user in its bag

#### **Casting**

When possible, casting should be done remotely

Eliminate “open calls” and if in person casting is done, assign windows to arrive. Encourage actors to wait in their cars until their scheduled time.

In the case of printed scripts, these should be personalized, and each recipient should only handle his or her own script

#### **Talent**

It is always recommended that a mask be worn, except for those incidents strictly necessary for shooting, and that a safety distance of 6 feet be maintained. If it is not possible to maintain this distance, a record should be kept of the interactions between the actors so that possible contacts can be identified if someone were to contract the virus.

Consider using a clear barrier between actors while establishing marks and positions to be removed at the last moment.

Consider alternate shot set-ups, camera angles, lenses, etc. to allow for greater distance between actors.

Consider using members of the same household in a scene.

## **Background Actors**

If possible, reduce the number of extras required. Provide enough space and tables and chairs for extras holding areas to practice social distancing including temporary marks for proper distancing while in line. Consider providing a pen for each Extra to execute paperwork that cannot be done digitally, and instruct them not to share items such as pens.

## **Video Village**

Due to the limited space and the risk to key personnel, production should consider severely limiting who can use Video Village, use physical distancing and mask wearing, and consider technology options that may be available to facilitate greater physical distancing option

## **Hair and Make-up Departments**

Consider having actors arrive having done their own make-up/hair-- avoid touch ups unless necessary.

Before and after the make-up and hair session, actors, makeup artists, and hairdressers require them to wash or disinfect their hands.

Avoid providing hair and make-up for background actors if possible.

PPE should be worn for the duration of person-to-person contact

Chairs and work areas must be sanitized between each use

Make-up or hair stations should be spaced at least 6 feet apart. Talent and make-up artists should wash their hands before and after each session.

Use disposable make-up kits and brushes when possible.

Products should be sealed and disinfected with appropriate disinfecting solutions when not in use.

Hair and make-up artists should comply with the guidelines set forth in the Mayor's Emergency Order related to "Personal Service Providers."

## **Wardrobe Department**

Fittings should take place off-set or remotely whenever possible and physical contact should be kept at a minimum and parties involved should use PPE.

Costumes and outfits should be bagged up individually, per performer.

When possible, actors should arrive to set in their own wardrobe.

For best practices in cleaning and disinfecting wardrobe, please see:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Costumes that cannot be cleaned, such as period costumes, should be quarantined

In the event dressing rooms and quick change areas are utilized, consider sanitizing between each use

Wardrobe artists, tailors, seamstresses should comply with the guidelines set forth in the Mayor's Emergency Order related to "Personal Service Providers."

### **Locations Department**

Productions should consider that they may need more space requirements for the use of the location, so that crew members can be distance appropriately

When scouting potential locations the crew should use PPE such as face coverings and practice good physical distancing while scouting the site.

Cleaning and disinfection of the shooting location should be extremely thorough, isolating any facilities or areas that have not been disinfected from the crew.

While in an interior location, minimize conversations as much as possible. Try to maximize space and air flow when designating spaces for a shoot.

Encourage location owners to reduce personal items until after wrap

Consider the number of prep and strike days it will take when selecting a location or consider trying to combine these days with location cleaning times

### **Art Department**

Art department crew should be allowed additional time to sanitize props, furniture, and set dressings that come into contact with cast and crew

The handling of key props should be limited to the relevant actors

## **Camera Department**

Cases should be wiped down before loading into vehicle.

Only camera personnel should handle camera gear including carts, cases, tape, etc.

Each camera person should have his/her own non-shared camera kit

Personal equipment should be wiped down upon arrival and before departure each day.

## **Sound Department**

PPE such as masks and gloves should be worn for the duration of person-to-person contact

All equipment, such as mics and transmitters should be disinfected before and after each use

Mics should be labeled with the name of the user

Utilize boom-only audio when possible

## **Electric and Grip Departments**

Take into consideration that more gear may be required to minimize the sharing of equipment

For best practices in disinfecting grip stands, lights, etc. please see:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **Catering**

All catering personnel should wear gloves and face covering, and avoid direct contact with food

The catering company is responsible for monitoring the health status and safe operation of its professionals involved in the meal preparation and ensuring that all the conditions are met for the safe delivery of the food, following current COVID-19 guidelines

On-set catering should be provided in individual containers whenever possible and distributed in a take-away fashion, whereby each crew member moves away from the catering after taking their food, so the social distancing rule can be adhered to. Otherwise, enough space must be available for the crew to eat so they can be spaced apart from each other. There should be no congestion when distributing food

A continuous meal schedule should be established so that crew can eat in shifts and more easily respect the recommended safety distance of 6 feet.

Hand washing stations should be made available.

There should be no self-service using shared utensils, but catering staff may serve each person from multi-portion containers using appropriate precautions and distancing measures.

Consider using single use plates, cutlery, cups and similar items which can be easily disposed, such as paper plates

Additional information from the CDC regarding restaurant operations can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>

Caterers should comply with the guidelines set forth in the Mayor's Emergency Order related to "Restaurants."

### **Craft Services**

Consider providing only individual, prepackaged portions.

Craft services table should include hand sanitizer and/or sanitizing wipes.

Eliminate any self-service fruit or snack bowls.

### **Transportation Department**

Minimize shared vehicles but when necessary to use, limit the number of people to be able to maintain appropriate social distancing and require them to wear masks while in the vehicle

Keep windows down when possible to promote ventilation.

Drivers should wipe down inside vans (seats, handles, etc.) inside and out frequently with the goal of doing so every time people exit the vehicle

For recommendations on disinfecting of vehicles, please refer to these CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

## USEFUL REFERENCES AND DOCUMENTS

This section will be revised and expanded as additional information becomes available.

Industry-wide Labor-Management Safety Committee Task Force White Paper:

[https://www.sagafta.org/files/sa\\_documents/IWLMSC%20Task%20Force%20White%20Paper%206-1-20.pdf](https://www.sagafta.org/files/sa_documents/IWLMSC%20Task%20Force%20White%20Paper%206-1-20.pdf)

AICP Guidelines and Considerations

<https://www.aicp.com/business-resources/business-affairs-information/aicp-guidelines/covid-19-workplace-guidelines/>

What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

State of Hawaii – Department of Health: Current Situation in Hawaii

<https://health.hawaii.gov/coronavirusdisease2019/what-you-should-know/current-situation-in-hawaii/>

Accurate aggregated COVID-related information for Honolulu and Oahu:

<https://www.oneoahu.org/>

Hawaii COVID-19 Data:

<https://www.hawaiidata.org/covid19>